Identify key questions you might use in your collaborative conversation.

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| --- | --- |
| **Key Areas** | **Observation Notes** |
| * Purpose of the Coaching Conversation | * To help superintendent clarify upcoming budget conversations with administrative team and teaching staff. |
| * ***O****bjective Questions* * The “what” * Invitation to the conversation | * How do you plan to inform the board, administrators, and teachers/staff about the state of the budget? * What do you want them to know? |
| * *Reflective Questions* * The “what about the what” * Emotional | * How do you see the board being involved with the budget cutting process?The administrative team?The staff? * How do you think the various groups will react to the news? * Have you considered how to deal with the press? How proactive do you think you need to be? |
| * ***I****nterpretive Questions* * The “so what” * Brainstorming | * How are you planning to deal with reactions? * How will decisions be prioritized? * How do you plan to settle disagreements? * How is the final determination made? |
| * ***D****ecisional Questions* * The “now what” * Identifies specifics “next steps” to be taken | * How do you plan to explain your program-based budget philosophy and procedures? * How much depth do you think you need to go into with each group? * What are your timelines? |
| * *Based on the Decision, what are the responsibilities of the administrator?* | * The superintendent will develop a plan and timeline for prioritizing budget items. * The superintendent will seek program information from the principals and meet collectively with them to compile the data. * The superintendent will form a team of staff, community members, and administrators to get their perspectives on priorities. * By the end of February, the superintendent will make budget reduction recommendations to the board. |
| * *Based on the Decision, what are my responsibilities?* | * Continue to ask clarifying questions of the superintendent. * Continue to provide AEA resources (e.g., professional development, assessment assistance, etc.) that may replace or improve what the district is currently allocating resources to, but may have to be cut. |

**Reflection on the Collaborative Conversation**

**Name:**  Dave Stickrod

**Date:** 12/19/09

**Reflect on the collaborative conversation you completed with the administrator:**

**What impact did planning for the conversation, including the development of the ORID questions, have on the coaching conference itself?**

It helped to provide direction both to the conversation and in keeping me on track and not waste the superintendent’s time.

**What was most challenging for you during the conversation? Most pleasing?**

Most challenging was trying to understand the “program-based budget” process she was explaining, but it was also pleasing in that I believe I was able, though my questions, to help her clarify what she wanted to explain about that to her board, principals, and staff.

It was also rewarding to be included as a fellow member on that administrative team and trusted with confidential information.

**What might be some things you would do differently/the same in your next conversation?**

Same – I would definitely meet alone with the superintendent as I was able to do this time.

Different – I would want to do more paraphrasing. That would help me understand more and also give her a little more time to pause and reflect.

**What techniques will you specifically address in your next coaching conversation?**